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THE A. L. A.—1921

Efforts have been made during the last several months to close or transfer all departments of Library War Service.

Service to the army in the Canal Zone, Hawaiian Islands, Philippine Islands and Alaska, was transferred to the U. S. Army during the Autumn.

Our work in the Coblenz area was transferred to the army some weeks ago. Two librarians, Miss Ola M. Wyeth and Miss E. B. Steere, are continuing through February for the purpose of giving some instruction to the army personnel.

The work in Paris has been transferred to the Board of Directors of the American Library in Paris, Inc. Mr. Carlton and Miss Stephens will remain at least for some months. Some money previously appropriated by the A. L. A. for the Paris Library is still available, but not much. A campaign is now being conducted in Paris for several hundred thousand francs for annual maintenance and for endowment.

Library service for the lighthouses and light ships was taken over by the Light-house Bureau of the government as of October 1, 1920.

The comparatively small amount of work which had been organized for the Coast Guard has been discontinued so far as the A. L. A. is concerned. The State Library Commissions are in many cases meeting the needs.

The Merchant Marine Library Service is suspended. Steps are being taken by the Association and especially by Mrs. Henry Howard of the Social Service Bureau of the U. S. Merchant Marine, acting as the representative of the A. L. A., to create a new organization, which will renew this service and carry it on indefinitely.

The New York Dispatch office has been closed, all books having been distributed. The final distribution was made primarily to State Library Commissions.

The Hospital Service is still in opera-

tion under the A. L. A. and at A. L. A. War Service expense. It is being continued from month to month in the hope that authority to carry this work may be given by Congress to the Public Health Service. Officials seem willing to take over the library work and money is apparently available for its maintenance. Legal authority is lacking.

The Enlarged Program campaign is closed, the Executive Board having voted on December 18 that it "will not countenance any further appeals for Enlarged Program funds." But the Board authorized the Treasurer to deposit such money as may hereafter be received on account of the Enlarged Program in the Books for Everybody Fund.

And now for the future.

The library profession has shown its keen interest lately in:

Recruiting for Librarianship,
Certification,
An Employment Bureau at Headquarters, and
County Libraries.

These, then, are the things in which the A. L. A., for a time, may be expected to show its greatest interest.

Recruiting is preeminently a matter for the attention and interest of every individual librarian. Mr. Jennings' Committee on Recruiting is at work, however, and will soon be calling upon certain librarians to give special help.

The Publishing Board has for a year been seeking a manuscript for a good publication on this subject, but so far has not found what is needed. The Committee may produce it. Certainly something is needed—perhaps two or three publications. And may we not hope that when they are published, a lot of copies, by some means or other, will be made available for free distribution? Here is a field for legitimate propaganda.

Certification may well be left to the Committee, with the hope that whatever progress is made will be reported promptly for the benefit of the numerous state committees which are looking to the A. L. A. Committee for leadership and guidance.

An Employment Bureau at Headquarters is coming. Whether it takes a few months or a few years to get it organized will depend largely (though not wholly of course) on the money available. A good employment bureau, with adequate records kept constantly up-to-date will require more clerical service than is now available out of a two-dollar individual membership fee and a five-dollar institutional membership fee.

County Libraries. No phase of library work is of so much interest to the general public and few subjects are of so much interest to librarians and library trustees. At Headquarters a need is felt for—

A leaflet for general distribution to the public by commissions, libraries and the A. L. A. (Now being prepared).

A pamphlet on "Publicity material for a County Library Campaign."

Posters and placards including reproductions of maps, pictures, etc., which could be sold in sets for exhibit purposes, to all interested.

A collection of pictures and facts about County Libraries, at Headquarters, for the use of librarians, editors of newspapers and magazines, and others interested.

A careful study of county library laws with recommendations.

A Handbook for county librarians.

Here again we may hope for some means to be provided which will enable Headquarters to distribute certain of the publications free of charge, as for example at national conferences, and to individuals in states without library commissions.

The Handbook and the Proceedings for 1920 are in proof. We hope they will be ready for distribution in February.

CONSTITUTION OF THE AMERICAN LIBRARY ASSOCIATION AS AP- PROVED AT COLORADO SPRINGS, JUNE 4, 1920.

This Constitution, as approved at Colorado Springs, must be approved at another annual meeting of the Association before it becomes effective.

The Executive Board on December 29th

Voted: That a Committee on Constitution and By-laws be appointed by the chair, to present the Constitution as tentatively adopted at Colorado Springs, for final adoption at the annual meeting at Swampscott, and that the Committee be instructed to formulate such by-laws as may seem desirable, and to report to the Executive Board, in order that, in accordance with the Constitution, they may be recommended by the Executive Board for adoption at the Swampscott meeting.

The Committee consists of

HENRY N. SANBORN,
M. S. DUDGEON,
M. G. WYER.

CONSTITUTION

Name

Sec. 1. The name of this body shall be the American Library Association.

Object

Sec. 2. The object of the American Library Association shall be to promote library service and librarianship.

Membership

Sec. 3. **Members.** Any person or institution interested in library work may become a member on paying the annual dues.

Sec. 4. **Honorary Members.** On nomination of the Council, honorary members may be elected by unanimous vote at any meeting of the Association.

Sec. 5. **Contributing and Sustaining Members.** Any person or institution eligible for or elected to membership may become a contributing or a sustaining member on payment of the required annual sums.

Sec. 6. **Life Members.** Any person eligible for or elected to membership may become a life member by paying the required amounts.

Meetings

Sec. 7. **Annual Meetings.** There shall be an annual meeting of the Association at such place and time as may be determined by the Executive Board.

Sec. 8. **Special Meetings.** Special meetings of the Association may be called by the Executive Board, and shall be called by the president on request of fifty members of the Association. At least one month's notice shall be given, and only business specified in the call shall be transacted.

Sec. 9. **Votes by Institutional Members.** The vote of an institutional member shall be cast by the duly designated representative whose credentials are filed with the secretary. In the absence of such designation or of such delegate, the vote may be cast only by the chief executive officer of the institution.

Sec. 10. **Quorum.** Fifty members shall constitute a quorum.

Management

Sec. 11. **Executive Board.** The administration of the affairs of the Association shall be vested in the Executive Board, which shall consist of the president, first vice-president, second vice-president, treasurer and eight other members. The members of the Executive Board, other than the president, the vice-presidents and the treasurer, shall be elected as hereafter specified. At the annual meeting of 1921 there shall be elected by ballot four persons to serve as new members of the Executive Board. Immediately after their election they shall divide themselves by lot into two equal classes, of which the terms of the first class shall expire three years later, and of the second class four years later. At each annual meeting thereafter two members shall be elected to the Executive Board to serve for four years.

Sec. 12. The Executive Board shall have power to fill all vacancies in office pro tempore, the person so elected by the Executive Board to serve only until the next annual meeting of the Association, except

that in the case of the death, resignation or inability to serve of the president of the Association, the ranking vice-president shall become president. The election of a member of the Executive Board to the office of president, vice-president or treasurer shall create a vacancy in the Board.

Sec. 13. Meetings of the Executive Board may be called by the President at such times and places as he may designate, and shall be called upon request of a majority of the Board.

Sec. 14. **Quorum.** A majority shall constitute a quorum of the Executive Board.

Sec. 15. **Finance Committee.** There shall be a finance committee of three, the chairman of which shall be chosen from the Executive Board. The finance committee shall prepare annual and supplementary budgets, within which appropriations shall be made by the Executive Board, and no expense shall be incurred in behalf of the Association by any officer or committee in excess of the authorized appropriation. The finance committee shall audit the accounts of the secretary, treasurer, trustees of the endowment fund, treasurer of the Publishing Board and all other accounts, and report to the Association at the annual meeting.

Sec. 16. **Policy.** No question involving the policy of the Association as such shall be voted upon by the Association until said question has been referred to the council, and a report thereon made by the Council to the Association; but the Council shall make a report upon every question so referred to it not later than at the next session of the Association held after such reference.

Sec. 17. **Votes by Correspondence.** Approval in writing by a majority of a board or committee shall have the force of a vote, if conducted under the conditions specified in the by-laws.

Officers and Committees

Sec. 18. The officers of the Association shall be a president, first and second vice-presidents, secretary, treasurer, and assistant treasurer. The president, vice-presidents and treasurer shall be elected

at each annual meeting of the Association. The secretary and assistant treasurer, who shall be a trust company, shall be chosen by the Executive Board, shall hold office at its pleasure, and receive such salaries as it shall fix.

Sec. 19. Officers. The president, vice-presidents, secretary, treasurer, and assistant treasurer, shall perform the duties usually pertaining to their respective offices.

Sec. 20. The Executive Board shall appoint all other officers and standing committees of the Association and shall fix the salaries of all paid officers and employees.

Sec. 21. Terms of Office. All officers and all elected members of the Executive Board shall serve until the adjournment of the meeting at which their successors are chosen.

Council

Sec. 22. Membership. The Council shall consist of the Executive Board, all ex-presidents of the Association who continue as members thereof, all presidents of affiliated societies, fifty members elected by the Association at large, and one member from each state, provincial, or regional library association or club which complies with the conditions for such representation set forth in the by-laws. The elected members shall be chosen, ten each year, by the Association, to hold office for five years.

Sec. 23. Meetings. The Council shall hold at least two meetings a year, one of which shall be at the time and place of the annual meeting of the Association. Other meetings may be called by the President and shall be called upon request of twenty members. Twenty members shall constitute a quorum of the Council.

Sec. 24. Duties. The Council shall consider and discuss library questions of professional and public interest, and shall from time to time issue reports thereon; and it may by a two-thirds vote adopt resolutions on these or any other matters of library policy or practice; and no such resolutions other than votes of thanks shall be adopted without such reference.

Endowment Funds

Sec. 25. All receipts from life memberships and all gifts for general endowment purposes, shall constitute an endowment fund, which shall be invested and the principal kept forever inviolate. Gifts for special purposes accepted by the Association shall be kept in separate funds which shall be invested and kept inviolate. The interest shall be expended as the Executive Board may direct, in accordance with any conditions made by the donors and in consonance with the approved policy of the Association. The endowment fund shall be in the custody of three trustees, one of whom shall be elected by ballot at each annual meeting, to hold office for three years from the date of his election and until his successor shall be elected. No money from the endowment fund shall be invested or expended except on check signed by a majority of the trustees.

Affiliated Organizations

Sec. 26. The Council may by vote affiliate with the American Library Association any national society having purposes similar to those of the American Library Association. The dues of affiliated societies shall be based upon the number of its members who are not also members of the American Library Association as specified in the by-laws.

By-Laws

Sec. 27. By-laws may be adopted and amended by vote of the Association upon recommendation of the Executive Board or Council or of a special committee appointed by the Association to report thereon. Any by-law may be suspended by a three-fourths vote of those present and voting at any meeting of the Association.

Amendments

Sec. 28. This Constitution may be amended by a three-fourths vote of those present and voting at two successive annual meetings of the Association, provided that notice of the proposed amendments be sent to each member of the

Association at least one month before final adoption.

BY-LAWS

As Proposed By Former Committee

No action has been taken on these By-laws. They are printed here as the report and recommendations of the former Committee which was composed of W. W. Bishop, Chalmers Hadley and George B. Utley.

Dues

Sec. 1. Amounts for Annual Dues. (a) The annual dues of the Association shall be two dollars for individuals and five dollars for libraries and other institutions, payable in advance in January. (b) On payment of \$25 annually any person or institution *eligible for or elected to membership* may become a contributing member; on payment of \$100 or more annually any person or institution may become a sustaining member.

Sec. 2. Life Members. On payment of \$25 any individual member may become a life member.

Sec. 3. Unpaid Dues. Members whose dues are unpaid at the close of the annual conference and who shall continue such delinquency for one month after notice of the same has been sent by the treasurer, shall be dropped from membership.

Sec. 4. Each new member shall be assigned a consecutive number in the order of first joining and paying dues. A delinquent member rejoining and paying his arrears of annual dues shall receive his original number.

Sec. 5. Fiscal Year. The fiscal year of the Association shall be the calendar year.

Nominations

Sec. 6. At least three months prior to the annual meeting of the Association the Executive Board shall appoint a committee of five, no one of whom shall be a member of the board, to nominate the elective officers and other members of the Executive Board, trustees of the endowment fund, and members of the Council.

This committee shall report to the Executive Board, which shall after adoption

of the report publish its nominations in the *Bulletin* at least one month prior to the annual meeting of the Association and shall place such nominations before the Association on a printed ballot which shall be known as the "Official Ballot." The board shall also include on such ballot other nominations filed with the secretary by any five members of the Association at least twenty-four hours before election, provided that with the petition containing such nominations or noted upon it, shall be filed the consent of the person or persons so nominated.

No person shall be nominated as president or *as first or second* vice-president for two consecutive terms. No more than the required number of nominations shall be made by the committee. The position and residence of each nominee shall be given on the official ballot.

State Representation in Council

Sec. 7. Each state, provincial or regional library association or club having a membership of not less than fifteen members, may be represented in the Council by the president of such association, or by an alternate elected at the annual meeting of the association. The annual dues shall be five dollars for each association having a membership of fifty or less, and ten cents for each person additional where membership is above that number.

Privileges of Membership

Sec. 8. The privileges and advantages of the A. L. A. conferences shall be available only to those holding personal membership or representing institutional membership in the Association or to members of affiliated societies.

Sections

Sec. 9. A petition for the establishment of a section shall be referred to a special committee to be appointed by the president, which shall report to the Executive Board on the desirability of such section. The Executive Board shall have power to discontinue a section when, in its opinion

the usefulness of that section has ceased.

Sec. 10. Any existing organization of librarians having not less than twenty-five members may on vote of the Executive Board become a section of the Association.

Sec. 11. Sections may, if they so elect, charge annual dues, limit their own membership, issue publications, and in general carry on activities along the line of their own interest, accounting for their own funds solely to their own members.

Sec. 12. No authority is granted any section to incur expense on behalf of the Association or to commit the Association as such by any declaration of policy.

Sec. 13. Provision shall be made by the Executive Board for sessions of the various sections at annual meetings of the Association, and the programs for the same shall be prepared by the officers of sections in consultation with the program committee. Sessions of sections shall be open to any member of the Association, but no person may vote in any section unless registered as a member of the same. The registered members of each section shall, at the final session of each annual meeting, choose officers to serve until the close of the next annual meeting.

Committee's Comment on Sections 9-13

The Committee sees no reason to suggest a change in the provisions for sections which it recommended in its first report. It does not claim that these provisions solve the problem of the relations of the affiliated organizations with the American Library Association. It does suggest that they afford one solution of that problem, and that these By-Laws provide more definitely for the organization of the existing sections than is provided in the present Constitution. If none of the affiliated organizations care to become sections of the American Library Association, it is perfectly possible that other organizations may wish to do so in the future, and Section 10 should therefore stand. Sections 11, 12 and 13 seem to the Committee advisable with reference to the organization and maintenance of the existing sections or others which may be created.

Sec. 14. There shall be a standing committee of the Council consisting of four members, the chairman of which shall be the president of the Association, one mem-

ber to be appointed each year by the president of the Association to serve for three years. This committee shall prepare programs for Council meetings, and mail them to the Council in advance of the meetings.

Standing Committees

Sec. 15. The standing committees of the Association, which are to be appointed by the Executive Board, shall be as follows: Auditing (to consist of three members, to audit the accounts of the Executive Board, secretary, treasurer, assistant treasurer, trustees of the endowment fund and all committees having expenditure of money); editorial (a committee of five, whose duty shall be to secure and pass upon material for publication by the Association, especially catalogs, indexes and other bibliographic and library aids); public documents; coöperation with other educational associations; library administration; library training; international relations; bookbuying; bookbinding; federal and state relations; publicity; library work in hospitals and charitable and correctional institutions; work with the foreign born; standardization of libraries and certification of librarians; travel, coordination; work with the blind; program (to consist of the president, secretary and one other member to be appointed by the president); improvement of conditions of library workers.

Sec. 16. The Executive Board shall at each annual meeting of the Association appoint a committee of three on resolutions, which shall prepare and report to the Association suitable resolutions of acknowledgment and thanks.

Votes by Correspondence

Sec. 17. Approval in writing by a majority of a board or committee shall have the force of a vote, provided not more than one member expresses dissent. If one member dissents, the vote shall not be effective until such member has had opportunity to communicate his views to the other members and a second vote has been taken. If two members, on the second mail vote, dissent, the action shall fail.